

Recd
10/26

Server

E-mail
Monday
10/29 ✓

10/31
called
11/14

12/17
11am

Cassandra Jones

Kearny, NJ 07032
cjones62@yahoo.com
201-991-9310

Crew Member offering a positive attitude and flexible schedule. Works well independently or with others as a team. [Job Title] with excellent communication skills and rapid and precise customer service skills. Outgoing [Job Title] familiar with cash and food handling procedures. Possesses strong communication and time management skills.

Work Experience

Catering Assistant

Roots Catering

-

Teaneck, NJ

September 2016 to Present

Prep foods and pack out for delivery, check inventory, keep clean and orderly work place

Cashier

prime aid pharmacy 25 Branford street

-

Newark, NJ

October 2012 to Present

Consistently provided friendly guest service and heartfelt hospitality.

Demonstrated integrity and honesty while interacting with guests, team members and managers. cashier and cleaning

Dietitian Aide

New Grove Manor Nursing Home

October 2013 to June 2014

Consistently provided friendly guest service and heartfelt hospitality.

Greeted customers and provided excellent customer service.

Assembled food orders while maintaining appropriate portion control.

Prepared quality products while maintaining proper food safety practices, portion control and presentation within service goal times.

Performed all position responsibilities accurately and in a timely manner.

Prep Cook

craving the catering 61 halsey street

-

Newark, NJ

May 2010 to June 2012

food. preparation and party set up

Prepared quality products while maintaining proper food safety practices, portion control and presentation within service goal times.

Prepared a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.

Performed all position responsibilities accurately and in a timely manner.

Lead Cashier

predental center

-

Newark, NJ

April 2006 to June 2010

Responsibilities

Handing large sum of money to giving out to team mates and for change. With a team of 4 to 8 people serving customers with great attitude and customer service. Answer questions. Help guest

Accomplishments

Went from cashier to lead in a year

Skills Used

Great people skill

Housekeeper

Brady Family

-

Columbia, SC

March 2003 to January 2005

Responsibilities

Clean family home make beds, floors, take out trash prepare snack for 3 school age kids, make dinner or prepare to be made, laundry, clean up behind animal

Accomplishments

Always was told what a great job I was doing from dad and mom, kids loved me, and I had great respect for family

Skills Used

Family, people, and just being kind

Education

Some college

Additional Information

Skills

Customer-oriented

Quick learner
Organized multi-tasker
Fast and efficient service worker
Dedicated team player

Quick learner
Friendly and helpful
Restaurant operations

PROFESSIONAL SUMMARY

Personable housekeeper and self-motivated team player with strong attention to detail. Maintains a high level of professionalism while providing consistent and quality service. Skilled housekeeper with more than ten years of experience in housekeeping and custodial maintenance. Possesses superb interpersonal and communication skills.

SKILLS

- Trusted key holder
- Strong client relations
- Excellent attention to details
- Highly dependable
- Trusted key holder
- Exceptional communication skills
- Quick learner

WORK HISTORY

Prime Aid Pharmacy, Newark, NJ

08/2013-Current

Cashier and Cleaner

- Greeted customers entering the store to ascertain what each customer wants or needs may be.
- Politely assisted customers in person and via telephone.
- Checked in and stocked inventory throughout the facility.
- Cleaned pharmacy floors by sweeping, mopping, scrubbing and vacuuming as needed.
- Make sure front windows, and front glass counters, where all the over the counter medications are viewed and stored, are maintained cleaned and spotless.

New Grove Manor Nursing Home, East Orange, NJ

1/2013-3/2014

Housekeeping

- Enter patient room with great customer service and a warm voice making sure patient is dressed.
- Cleaned windows, glass partitions and mirrors using proper chemicals and cloths or cleaning materials.
- Sanitized bathrooms, showers and locker rooms.
- Kept janitorial closets cleaned and organized.
- Dusted all furniture and fixtures thoroughly and carefully.

Craving Catering, 87 Halsey Street, Newark, NJ

Food Service Worker

- Prepared a variety of foods according to customers' orders or supervisors' instructions.
- Followed food safety procedures according to company policies and health and sanitation regulations.
- Prepared quality products while maintaining proper food safety practices, portion control and presentation within service goal times.
- Cooked and packaged large batches of food, that were prepared to order or kept hot until needed.
- Set up dining area for occasion with clean linens.
- Wash, peel and cut various foods such as: fruits, vegetables and meats to be prepared for cooking observation.

Prudential Center, 25 Lafayette Street, Newark, NJ

10/2008 to 06/2011

Lead Cashier

- Leading a team of 4 to 6 cashiers.
- Count money in cash drawers at the beginning and end of shift to ensure that amounts are correct and that there is adequate change.
- Maintain a clean and orderly work place.
- Set up bar for operation, obtained cash bank and stocked the service bar.
- Carefully followed alcohol awareness procedures for preventing relapse of guests.
- Completed regular bar inventories and daily requisition sheets as requested.
- Wiped down counter areas, sinks and floors to maintain a clean and safe workstation.

EDUCATION

West Side High School, received HS Diploma

1994

Nurse Aide, Home Health Aide Certificate

2007

Multiple Choice (1 point each)

- _____ 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - d. 128
- _____ 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- _____ 3) What does the term braise mean?
- a. Sear quickly on both sides
 - b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- _____ 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- _____ 5) How do you blanch vegetables?
- a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- _____ 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- _____ 7) What is Al Dente?
- a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- _____ 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

51%

MARSHALLA LUKAS

Prep Cooks Test

- 9) Which is the improper way to thaw frozen food?
- a. In the fridge
 - ☒ b. In a sink with cold water
 - c. On the counter
 - d. In the microwave
- 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - ☒ d. Water
- 11) What is the temperature range of the danger zone?
- a. 25-135
 - b. 40-140
 - ☒ c. 50-160
 - d. 30-130
- 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - ☒ d. Mince, dice, chop
- 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - b. Turned towards you for better control
 - ☒ c. Turned towards the right or left at all times
 - d. Over the countertop at all times
- 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - ☒ c. Liquid
 - d. Oil
- 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - ☒ b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- 16) Which of the following means to cook in a small amount of fat?
- a. Season
 - b. Sauté
 - c. Broil
 - d. Boil
 - ☒ e. Fry

Prep Cooks Test

_____ 17) What is a Julien cut?

- ☒ a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

_____ 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- ☒ c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) salt & pepper are the basic seasoning ingredients for all savory recipes.

☒ 20) _____ : to cut into very small pieces when uniformity of size and shape is not important.